



# IMPROVEMENT PLAN INITIAL SUBMITTAL CHECKLIST E-9

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Project Name \_\_\_\_\_  
Drawing No. \_\_\_\_\_ ROW No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel*

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Completed and signed city Engineering Plancheck Application
- ☐ 4. a) Digital submittal of plans, b) Completed digital submittal checklist, and c) Layer description  
*-see engineering standards on city website for digital submittal requirements and checklist*
- ☐ 5. Copy of environmental clearance or completed E.I.A. form, Part 1, with copy of improvement plans attached, if no prior CEQA approval
- ☐ 6. \*Nine sets of prints and one PDF of the improvement plans folded to 9" X 12"
- ☐ 7. \*Two sets of bound drainage report
- ☐ 8. \*Two sets and one PDF of bound soils report
- ☐ 9. \*Two copies of earthwork quantity calculations
- ☐ 10. \*Two copies of engineer's cost estimate (use current City of San Diego unit price list)
- ☐ 11. Two sets of preliminary title report (issued within six months of application)
- ☐ 12. Two copies of all signed conditions of approval (if applicable)
- ☐ 13. Two copies of approved site plan or tentative map (if applicable)
- ☐ 14. \*Two sets of water system analysis if in Carlsbad Municipal Water District (if applicable)
- ☐ 15. \*Two sets of sewer study if in city sewer district (if applicable)
- ☐ 16. Reference drawings and maps (if applicable)
- ☐ 17. Concurrent submittal required (if applicable): final/parcel map, grading plans, easement documents, etc.
- ☐ 18. Original and one copy of completed *Determination of Project's SWPPP Tier Level and Construction Threat Level* Worksheet (Form E-32). Check the required tier level: ☐ Tier 2 ☐ Tier 3
- ☐ 19. One Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of the improvement plan set
- ☐ 20. Original and one copy of completed and signed Storm Water Standards Questionnaire (Form E-34)
- ☐ 21. \*Two sets of Storm Water Quality Management Plan (SWQMP) (required if project is a Priority Development Project per Storm Water Standards Questionnaire or if conditioned with project)
- ☐ 22. Two sets of a completed Standard Project Requirement Checklist (Form E-36) (Required if project is a Standard Project or Exempt from PDP per the Storm Water Standards Questionnaire or if conditioned with project).
- ☐ 23. SWPPP/SWQMP review fee(s), if applicable
- ☐ 24. Improvement plancheck fee
- ☐ 25. Other: \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_**



# IMPROVEMENT PLAN RESUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ DWG No. \_\_\_\_\_ ROW No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- ☐ 1. This resubmittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Corrected digital copy of plans
- ☐ 5. Original and one copy of completed Security and Agreement Data Sheet
- ☐ 6. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 7. \* \_\_\_\_\_ sets and one PDF of corrected prints of the improvement plans folded to 9" X 12"  
(Distribution: 1 File, \_\_\_\_\_ EM, \_\_\_\_\_ PCE, \_\_\_\_\_ Fire, \_\_\_\_\_ Building, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Transportation, \_\_\_\_\_ Design, \_\_\_\_\_ M&O-Storm Drain, \_\_\_\_\_ M&O-Wastewater, \_\_\_\_\_ M&O-Water, other (specify): \_\_\_\_\_)
- ☐ 8. \*Two sets of corrected bound drainage report signed and sealed by engineer of work
- ☐ 9. \*Two sets and one PDF of corrected bound soils report signed and sealed by soils engineer
- ☐ 10. \*Two sets of corrected engineer's cost estimate signed and sealed by engineer of work
- ☐ 11. \*Two sets of corrected water system analysis if in Carlsbad Municipal Water District
- ☐ 12. \*Two sets of corrected sewer study if in city sewer district
- ☐ 13. \*Two sets of corrected earthwork quantity calculations signed and sealed by engineer of work
- ☐ 14. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, grading plans, easement documents, other: see below
- ☐ 15. One corrected Tier 3 SWPPP
- ☐ 16. \*Two sets of corrected SWQMP
- ☐ 17. Department comments: \_\_\_\_\_ Fire, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Traffic, \_\_\_\_\_ Design, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O, other (specify): \_\_\_\_\_ (Distribution: to indicated departments)
- ☐ 18. **OTHER:** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DATE: \_\_\_\_\_**



# IMPROVEMENT PLAN FINAL SUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID \_\_\_\_\_ Drawing No. \_\_\_\_\_ Project Name \_\_\_\_\_  
Planchecker \_\_\_\_\_ ROW No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk
- (\*) must be completed by an appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Digital copy of plans
- ☐ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 6. \* \_\_\_\_\_ sets of corrected prints of the improvement plan folded to 9" X 12"  
(Distribution: 1 File, 1 Eng P&P, \_\_\_\_\_ PCE, \_\_\_\_\_ other (specify): \_\_\_\_\_)
- ☐ 7. One copy of all signed conditions of approval
- ☐ 8. \*PDF's of the plans electronically signed and sealed by engineer of work and including all other required electronic signatures. (see attached final submittal standards)
- ☐ 9. Concurrent final submittal required (as applicable): final/parcel map, grading plans, easement documents, other: see below
- ☐ 10. One copy of approved Tier 3 SWPPP
- ☐ 11. \*One copy and one PDF of approved soils report signed and sealed by soils engineer (see attached final submittal standards)
- ☐ 12. \*One copy and one PDF of approved SWQMP signed and sealed by engineer of work (see attached final submittal standard)
- ☐ 13. \*One PDF of drainage study approved signed and sealed by engineer of work (see attached final submittal standard)
- ☐ 14. Verification of submittal of securities and agreements
- ☐ 15. Payment of plan check fees balance (see enclosed fee statement)
- ☐ 16. Department approvals: \_\_\_\_\_ Fire, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Traffic, \_\_\_\_\_ Design, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O, other (specify): \_\_\_\_\_
- ☐ 17. OTHER: \_\_\_\_\_

SUBMITTAL COMPLETE. CHECKED BY: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **Final Submittal Standards for Plans and Documents E-9**

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### **Final Submittal Standards for Plans and Documents**

- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid “Fit to Page”.
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)
- Files may be submitted on a thumb drive or emailed to the Project Engineer. CD’s will not be accepted.